

## Hatboro Tax Office

### **Judith Emig**

Tax Collector

414 South York Road

Hatboro, PA 19040

Phone: 215-675-4010

Fax: 215-443-0182

Email: [taxes@hatborogov.org](mailto:taxes@hatborogov.org)

Hours:

Tuesday, Wednesday, Thursday

10:00 AM to 3:00 PM

The Borough of Hatboro requires that a business license from the Office of the Tax Collector be obtained before you open your business.

Please provide the Tax Office with completed copies of the following forms upon registration:

- Business Privilege Tax Registration
- Business Privilege Tax & Fee Return

In addition to the aforementioned paperwork, please provide the Tax Office with the following information:

- Name of Business
- Owner's Name and Phone Number
  - Type of Business
  - Business Address
  - Number of Signs

## Hatboro Police

### Department

### **Chief James Gardner**

Hatboro Police Department  
414 S. York Road, Second Floor  
Hatboro, PA 19040

Emergency Number: 9-1-1

Non Emergency: 215-675-4400

Building Calls: 215-675-2832

In an effort to provide you with the highest safety measures possible, we suggest that you contact our Police Department upon the opening of your business to inform them you are open. They will come out to meet you and collect any necessary emergency information.

### The Borough of Hatboro

### Accepts the Following Forms of

### Payment:

- Check
- Cash

Have questions about permits, business requirements, or Borough Code of Ordinances?  
Call Borough Hall at 215-443-9100 and our staff will be glad to help you!



# *Business Guide*

*The Borough of Hatboro  
414 South York Road  
Hatboro, PA 19040*

*215-443-9100  
Hatborogov.org*

# Welcome to Hatboro

The Borough of Hatboro is one of the fastest growing business communities in Montgomery County & we are pleased that you have chosen our community for your new business. We look forward to working with you to ensure that your experience as a business owner in the Borough is as pleasant as possible!

Prior to signing a lease, please contact the Borough of Hatboro to determine whether there are any zoning and/or code issues that you should be aware of. After you have signed the lease, you will need to complete a series of forms and applications before you are permitted to operate your business in the Borough:

- **Commercial Use & Occupancy Application:** A Commercial U&O Permit is required for all businesses in the Borough prior to opening. Upon submission of a completed application and application fee, the business owner must schedule an inspection with the Fire Marshal.
- **Commercial Property Information Form:** Prior to opening, business owners must submit a completed Commercial Property Information Form to the Borough of Hatboro.
- **Zoning Permit Application:** Zoning Permits are required for any and all signs in the Borough and must be submitted before any sign is hung.
- **Business Privilege Tax:** Prior to opening a business in the Borough, all Business Privilege Tax Registration forms must be completed and submitted to the Tax Collector.

*Depending on the type of business, a fit out may be required. Your contractor and architect should apply for construction permits for any and all modifications to be made to the premises. Your contractor & architect may also wish to meet with Borough officials to discuss the layout, signage & additional work that may be required to comply with various Borough Codes (i.e. handicap bathroom, sprinklers, etc.)*

# Code Enforcement & Fire Marshal Information

- All businesses in the Borough must pass a Use & Occupancy Inspection and comply with all Borough Codes prior to opening.
- All businesses undergo a mandatory Fire Marshal Inspection once a year. Please see the current Fee Schedule for the most up to date inspection fees.

There are a number of requirements that must be met prior to starting any construction work in the Borough:

- All required permit applications must be submitted (with plans if applicable) & approved prior to the start of construction.
- All contractors & subcontractors must be registered to work in the Borough of Hatboro before said work is completed. Contractor Registration Forms can be found at [www.hatborogov.org](http://www.hatborogov.org)
- All permit fees must be paid in full before any construction work begins.
- The building permit approval process takes approximately 3 weeks\*
  - The permit holder is responsible for scheduling the required inspections & approvals during the construction process. To schedule an inspection, please call Borough Hall at 215-443-9100

*\* Please note that if your permit application is not complete at the time of submission, the Borough will reject the application & the process will start over when a complete application is submitted.*

# Additional Borough Resource

Main Street Manager  
Stephen Barth  
610-216-7990

Remember when installing signs at your new business: Signs require zoning approval and permits BEFORE being installed. Please contact Borough Hall for sign requirements prior to ordering signs.

# New Business Checklist:

- Commercial Use & Occupancy Application
- Zoning Permit Application for Signs
- Commercial Property Information Form
- Submit Business Information to the Tax Office
- Business Privilege Tax Registration

*All forms and applications are available for pickup at Borough Hall and online at [hatborogov.org](http://hatborogov.org).*